

Moving Your Household Goods with the Personally Procured Moving Program

Do It Yourself (DITY) moves are also known as [Personally Procured Moves](#). Here are simple guidelines that will make your self move easier.

Before you do Anything

- Obtain information and approval from your local Transportation Office prior to making any arrangements with the truck rental company.
- Obtain the correct information on weight requirements, documentation and procedures from Transportation.
- Map your route to the new station to prevent additional miles or days of charges.
- You may use your privately owned vehicle with permission.
- Check the Move.mil [website](#).

If you are Renting a Van or Truck

- Gather all documents you will have to prepare prior to departure.
- Check and compare military rates and requirements with at least three rental companies.
- Make your reservations for rentals early.
- Remember to get a certified weight of the vehicle/trailer both empty and full. **You cannot finalize your claim without these.**
- Confirm your vehicle size/capacity with the rental company error on the size of too big rather than too small.
- Confirm the number of days/miles you are allowed for the move with Finance.
- Make sure you have all the necessary supplies: loading ramps, dolly, padding, boxes, tow bars, trailer lighting connections, etc.
- Verify additional costs such as insurance and deductibles, drop-off charges and additional miles/days.

Load carefully - disassemble what you can, pad delicate items, load heavy furniture first, secure the load. Here are some shortcuts:

- Wrap the sofa and chair cushions in sheets or plastic bags to ensure extra padding for other large items you transport
- If you are moving a short distance, leave clothes on hangers and cover with large garbage bag
- Move dresser drawers without removing their contents to avoid repacking
- Do not mix items from different rooms in one packing box
- Clearly label boxes with the rooms where they should be taken when unloaded

To calculate your distance, check rates and find other benefits access the [Defense Travel Management Office](#).

Self-Mover DOs and DON'Ts

With a little care, planning, and common sense, self movers can reduce the stress of moving day and make sure that their personal property arrives in good condition. Here are some tips and things to think about.

- DON'T skimp on packing materials. Sturdy boxes, packing tape, bubble wrap, and packing peanuts can be purchased at moving companies and truck-rental firms. Some of the "big box" stores sell moving kits that contain everything you need.
- DO supplement with copious amounts of crumpled paper, blankets and pillows; even clothing can serve as a buffer between breakable objects.
- DO pack one room at a time, labeling each box with a description of its contents and its destination (e.g., kitchen, bathroom). Be as specific as you can; it will make unpacking that much easier.
- DO keep the weight of your boxes reasonable, less than 50 lbs if at all possible. Put heavy items in small boxes to make them easier to carry.
- DO pack audio-video equipment in their original boxes. Label cables and tighten transit screws. If removing screws, tape them to the objects from which they are removed.
- DO double-box fragile items and add plenty of cushioning.
- DO put hardware from disassembled items in separate bags, label the bags, and keep the bags with the other parts of the item.
- DON'T apply tape directly to polished or painted wood finishes. Removing the tape could ruin the surface.
- DO rent a truck with ramps and a furniture dolly.
- DON'T load heavy items on top of light items.
- DON'T forget to use moving blankets or pads between heavy furniture and appliances to keep them from rubbing together in transit.
- DO pack the things you'll need on arrival (e.g., bedding, towels, cooking utensils) last.
- DO pack a small tool kit to reassemble items that couldn't be moved whole.
- DO lock the truck in transit and park it where it can be seen at night.

Things You Should Not Pack

Not everything in your home should be packed up in boxes to move to your new one. There are some things you should not try moving yourself, and some things you should not take with you at all for safety reasons.

Do Not Pack Hazardous Materials -- like flammable, corrosive, or explosive items. This can be dangerous or even illegal!

Do Not Pack Perishable Items -- like plants and foods. And please, keep your pets out of the way on moving day and know where they are before you close the truck!

Do Not Pack Important Papers -- information you need on hand should be carried with you, not packed in the truck. These may not have much of a monetary value, but they could be very difficult to replace or be irreplaceable.

Self Movers--Unpacking the Truck

If you are doing a self move, now is the time to start planning how you are going to unload your property from the truck. There are several things to consider.

- **Do you have any helpers?** It's typically easy to find friends to help with loading, but it may require a little boldness on your part for unloading. With luck, your new neighbors will at least come over to meet you and may volunteer to help. If you have a sponsor from your new unit, they might also be willing to help. Your truck rental company and the destination transportation office may also be able to point you in the direction of paid helpers. Whoever helps, make sure you offer them snacks, drinks, etc. to show that you appreciate their efforts.
- **Make sure you have all of the necessary equipment available:** ramps, dollies, gloves, ladders, etc. Remember, that it is just as easy to injure yourself when unloading as it is when loading.
- **Be aware that the load may have shifted during transit.** If it looks like taking out that box might cause an avalanche, then get some help and don't proceed until you feel certain that it is safe.
- **Open your truck with care.** Sometimes items can shift against the door, making it tricky and even hazardous to open. Go slowly and get help if necessary.
- **If there is a bulkhead installed behind your goods** try to look over it with a ladder before just yanking it down. If one or more items have shifted up against the bulkhead, you may be able to devise a plan to best deal with the issue. It's best to remove bulkheads slowly with the help of several people.
- **When placing boxes and other items in your new home** remember that you may very well be living with those boxes for weeks before they are unpacked. Try to arrange them so that you can still get around. Position them so that the labels are easily seen. Think safety when stacking items.

- **If you're unloading into a storage unit close to your current home** some of the concerns of packing a truck will be minimized. In particular, the storage unit alleviates the concern of movement. Items will not be constantly experiencing the slight movement that driving that can cause such as rubbing and abrasion.

Helpful Hints

- Injuries can occur just as easily while unloading as loading. Keep safety in mind. Get help when needed and don't rush.
- If it's too dark to continue, wait until the next day.
- Plan two days to unload. If you finish in one, you'll just be ahead of schedule.
- Locks are essential to secure your goods overnight in the truck.
- Make sure everybody understands the plan for unloading. Label rooms if necessary.
- Don't forget about the children and pets. They need to be both safe and entertained.
- Depending on the amount of space in your new home, you may be able to set up a staging area from which to select boxes to unpack. Garages and basements are good staging areas.